OFFICE MEMO

The Vice-Chancellor, in exercise of the powers vested in him under Section 19 (3) of the AMU Act XL of 1920, and on behalf of the Executive Council, has approved the rules for operation and monitoring the "Revolving Fund, J.N. Medical College Auditorium," Aligarh Muslim University, Aligarh (Overleaf).

The above orders shall come into force with immediate effect. The action of the Vice-Chancellor will be reported to the Executive Council.

(Dr. Asfar Ali Khan)
Registrar

D. No. (C) 1435
October 13, 2015

Copy to:

1. Members of the Executive Council
2. Dean, Faculty of Medicine
3. Principal & CMS, J.N. Medical College & Hospital
4. Medical Superintendent J.N. Medical College & Hospital
5. Chairmen, Department of Studies under the faculty of Medicine
6. Deputy Finance Officer (Accounts) alongwith original file
7. Deputy Registrars/Deputy Finance Officers/Deputy Controllers/IAO
8. Dealing Assistant (Councils) for report to the Executive Council
9. P.S. to Registrar/Finance Officer
10. Mr. Bahauddin, Sr. P.A. for uploading on the website
RULES FOR USE OF J. N. MEDICAL COLLEGE AUDITORIUM, AMU, ALIGARH

1. The J.N. Medical College Auditorium will be used by Departments/ Sections of J.N. Medical College for holding Conferences, Workshops, Academic programme/ Events etc. and the allotment will be done by Principal, J. N. Medical College depending upon the nature of programme and priority.

2. Permission to hold function in J.N. Medical College Auditorium by AMU units (other than J.N. Medical College) will be granted by the Principal, J.N. Medical College on the prescribed format.

3. Outside agencies/ Societies/ Associations/ Institutions who are non political in nature may be granted permission by Principal, JNMC with prior approval of Vice chancellor, AMU. The request of such organization will be made on the prescribed format furnishing the following documents:-
   a) Registration certificate of organization
   b) Programme schedule
   c) List of Dignitaries
   d) Exact timing of the event.

4. The organizers will make their own arrangements for Tarana Team, National Anthem, Mineral Water, Tea, Soft drinks etc. However the refreshments will not be allowed inside the Auditorium and will only be served in designated area in the complex.

5. No banners, Pin ups, Posters are allowed to be put up except in the designated places.

6. The organizers of the programme will have to contact themselves the following persons (if required):
   a) The Manager, Land & Gardens for floral decoration of the stage and VIP entry passage.
   b) The Electricity Engineer (supply service) in case of power break-down.
   c) The Health Officer, Conservancy Department for cleaning the outside areas of the Auditorium.
   d) The Nazim, Sunni Diniyat for arrangement of ‘Qari Saheb for the recitation of the Holy Quran’ if required.

7. Charges will be Rs. 3000/- for full day for functions organized by Departments/ Units of JNMC, AMU. (Principal may exempt in special such as Extension lectures/ Guest lectures etc.)

8. For organization/ units of AMU (other than JNMC) Rs. 3000/- for first two hours and Rs. 1000/- per hour for every additional hour.

9. For institutions/ organization other than AMU Rs. 10,000/- for first two hours and Rs. 3000/- for every additional hour.

10. The above charges include charges for Electricity, Generator Fuel and Public Address System.

11. Booking will be done only one month in advance.

12. Fifty percent of the booking amount will be deposited at the time of booking. Rest of the amount will be deposited at least 3 days before start of the function. In case of cancellation of the programme 25% of the deposit will be refunded if informed 7 days before prior to the event.

13. In extra ordinary circumstances the booking may be cancelled and whole amount of booking will be refunded.

14. The charges will be deposited in the Revolving Fund named “Revolving Fund, J.N. Medical College Auditorium”. The Principal, JNMC will be drawing and disbursing officer of the Revolving Fund.

15. The Revolving Fund will be used for maintenance of the J. N. Medical College Auditorium and for engaging staff with the approval of Vice-Chancellor for maintenance of Auditorium/ concerned equipment/ cleanliness etc.

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